Data Security

Data Submissions

Updated July 2022

COLORADO
CHARTER SCHOOL INSTITUTE

What is Personally Identifiable Information (PII)?

Information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty.

PII Examples:
- Student name
- Names of student's parents or other family members
- Student or family address

Other Sensitive Information:
- Special population categories
- Social security numbers
- Date of birth
- Salary information

What NOT to do with PII

X <u>Do not</u> send PII over e-mail or fax
- Use SASID/EDID over student/staff name whenever possible
  - Usually, first 5 digits is enough
  - Use LASID if available

X <u>Do not</u> share PII with unauthorized individuals
- School SIS administrator should check user permissions to ensure staff only have access to what they need and no more (information security)

X <u>Do not</u> share passwords

How to Share PII

- Schools should exchange all sensitive data with CSI, including files with Personally Identifiable Information (PII) through G-Drive.
- CSI's Data Submissions Team will share G-Drive folders to school contacts with active Google (Gmail) accounts who have been officially designated by their school as needing access to specific folders as part of their job responsibilities.
- If you do not yet have access, please email Submissions_CSI@csi.state.co.us

Upload Files to G-Drive

- To upload a file, simply drag and drop the file into the appropriate folder.
- Data collection files should remain in the native xlsx or csv format and **not** converted to Google Sheets.
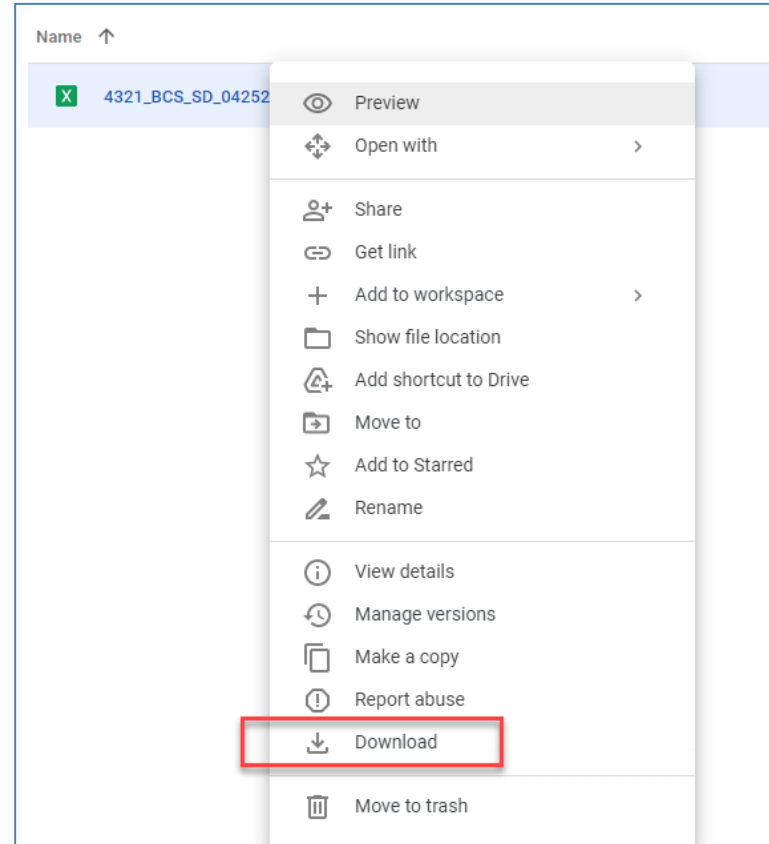

Available Resources:
G-Drive Instructions: https://resources.csi.state.co.us/data-security/
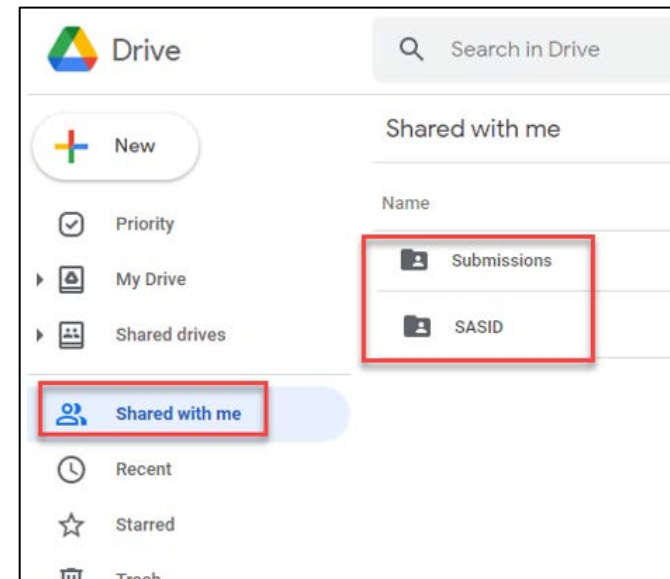
Download Files from G-Drive

- To download a file to your computer, simply right click on the file and then pick the Download option

- You **cannot** drag and drop files from shared folders in G-Drive to your computer.

Available Resources:
G-Drive Instructions: https://resources.csi.state.co.us/data-security/

G-Drive Folder/File Structure

Select the folder of the appropriate data collection within the Submissions folder (ex: End of Year).

Select the folder of the appropriate school year (ex: 21-22)

You'll see multiple subfolders (Files to Run, Error Reports, and possibly others).

School Share > ••• > End of Year > 21-22 ▾

Name

📁 Files To Run

📁 Error Reports

📁 Summary Certification
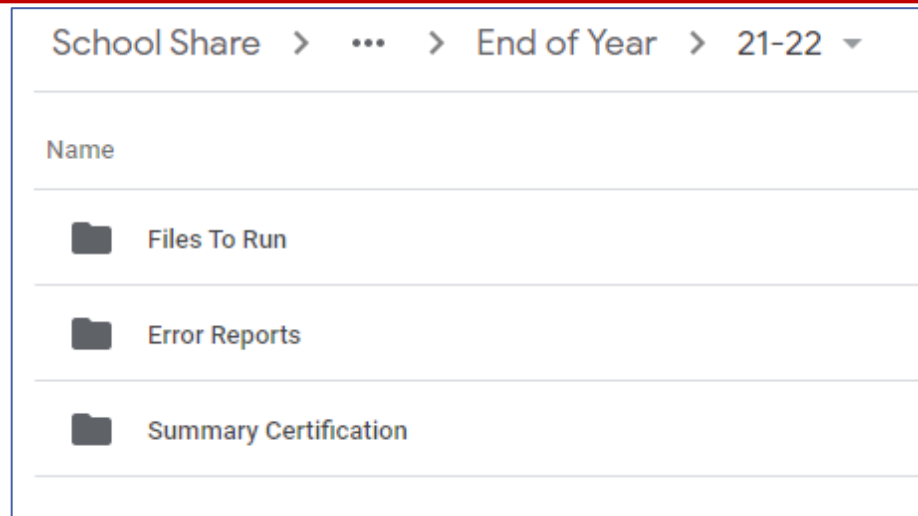
Upload your student data files to "Files to Run"
Download your error reports from "Error Reports"

Naming Data Files

CSI Standard Convention:

School Code_School Name/Abbreviation_Interchange File Type_Date

October Count File Name Examples:

- Student Demographic (SD) interchange file for Golden View Classical Academy
    - 3393_GVCA_SD_09022021
- School Student Association (SSA) interchange file for High Point Academy
    - 0655_HPA_SSA_09022021

Thank you!

submissions_csi@csi.state.co.us